

Job Description

Asset & Systems Manager

Estates Services

Directorate of Infrastructure



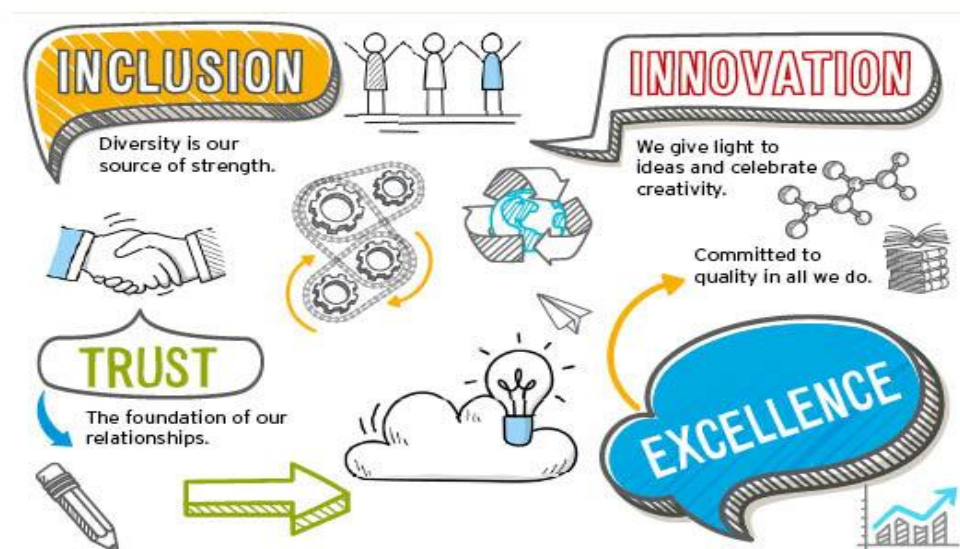
Brief summary of the role

Role title:	Asset & Systems Manager
Grade:	Grade 8
Faculty or Directorate:	Directorate of Infrastructure
Service or Department:	Estates Services
Location:	City campus and hybrid working where appropriate
Reports to:	Senior Manager Compliance & Estates Contracts
Responsible for:	N/A
Work pattern:	Monday – Friday, Office hours

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Training and/or qualifications relating to Computer Aided Facilities Management (CAFM) systems, Integrated Workplace Management Systems (IWMS) or an Enterprise Asset Management (EAM) system such as Planon, ServiceNow, Maximo, SAP or similar.• A NVQ level 4 qualification in a relevant subject area (Facilities Management, Maintenance, Engineering, IT systems, Quantity Surveying, Contract Management, etc) or relevant professional experience in one of these disciplines.
Desirable	<ul style="list-style-type: none">• A NVQ level 5 qualification in a relevant subject area (Facilities Management, Maintenance, Engineering, IT systems, Quantity Surveying, Contract Management, etc)• Competency based membership of a relevant institution (e.g. IWFM, RICS, CIBSE, etc).• Completion of the ServiceNow Administration Fundamentals course with a certificate of attendance.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Significant experience of using Computer Aided Facilities Management (CAFM) systems (or similar database systems) and Microsoft Office packages, such as Excel and Power BI to manage asset data for large, complex estates across multiple buildings/locations.• Significant experience of building fabric and building services asset management, with recent experience of
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	<p>supporting a FM/Maintenance service provider (or large in-house team) to utilise the dataset for management of planned and reactive maintenance.</p> <ul style="list-style-type: none"> • Experience of maintaining comprehensive detailed records with knowledge and experience of the process for completing asset collection and verification audits. • Experience of managing assets within the Uniclass classification system and the application of those assets within a Computer Aided Facilities Management (CAFM) systems, Integrated Workplace Management Systems (IWMS) or an Enterprise Asset Management (EAM) system such as Planon, ServiceNow, Maximo, SAP or similar. • Experience of and a high level of competence in the training, coaching and developing of others in the use of Facilities Management / Maintenance IT systems, mobile devices and online portals. • Significant experience and evidence of managing change within a diverse workforce, utilising strong leadership and management skills and experience of using these skills to overcome resistance to change. • A working knowledge of maintenance contracts, public sector procurement requirements and relevant Health and Safety legislation.
Desirable	<ul style="list-style-type: none"> • Experience and knowledge in the use of Building Information Modelling (BIM) and its application within asset management and FM/Maintenance IT systems. • Knowledge and recent use of applications and hand-held technology used for the collection of asset data in the field and its subsequent upload to a database. • Experience of coding in Java, SQL, HTML or CSS.

Personal attributes

Essential	<ul style="list-style-type: none">• An ability to work effectively within a team or group, whilst self-motivated with an ability to work flexibly, proactively and independently, using own initiative and judgement to make decisions and to resolve complex problems.• Confident communicator, with the ability to deliver training in both group and 1-1 methods of delivery, demonstrating technical tasks in a language which is suitable to new users of the technology.
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Main purpose of the role

Central to the approach to effective maintenance and the delivery of building and services compliance, the Asset & Systems Manager will build and maintain the dataset for the wider team. Ensuring there is a single source of truth (SSOT) for decision making, you will work collaboratively with the wider Estates & Facilities team, and across the sector to support operational activity and to inform change programmes.

You'll be the 'Superuser' for Estates IT systems, liaising with suppliers, integrators and the University's IT team, you'll lead the implementation, operation and development of our systems. You'll also provide coaching and training, driving technology-led change to ensure your colleagues use hand-held devices, systems and cloud-based services effectively and to their full potential.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Demonstrating strong leadership and management of the Asset & Systems approach, you will deliver operational development across the entire University estate, leading by example to overcome any resistance to change and demonstrating a 'can-do' attitude towards operational excellence.
2. Leading a programme of technology change, you will resolve challenges and provide coaching and training to a wide group of colleagues to embed the use of technology, such as mobile devices, cloud-based services and centralised data storage.
3. Working as part of the Compliance and Maintenance Contracts management team, provide support and cover for colleagues to contribute to the overall delivery of building and services compliance across the University.
4. Ownership and development of Estates & Facilities IT systems; you will maintain the single source of truth (SSOT) for operational information, lead a 'Champions' programme and set the standards for suitability of these systems to support core activity.
5. Leading on standards and operational requirements for Estates & Facilities data, being the 'figurehead' for how we collect, store and use information. You will review and develop our standards, ensuring they are aligned with industry best practice.
6. Taking the lead in the collaboration with the Estates Development team to ensure the effective transfer of information and the understanding of requirements under published standards for assets and maintenance.

7. Contributing to the continuous improvement of the Maintenance team; you will use data analysis to suggest, investigate and lead projects that deliver increased efficiency, improved functionality and collaborative working, reporting on measurable output metrics.
8. Contributing to maintaining the estate in a 'serviceable' condition; you will use asset data to analyse future spend profiles, and build a prioritised development plan to determine and deliver a programmed schedule of building fabric and engineering services replacement/upgrade.
9. Contract management of Systems & Asset management activity (Purchases, subscription, licencing and consultancy); you will monitor and report on the performance and effectiveness of how we do things. You'll apply formal contract management principles to the delivery of IT systems and asset activities delivered through externally appointed service providers or consultancies.
10. Represent the University within sector working groups for Estates & Facilities IT systems and facilitate the integration of external systems into Estates & Facilities; maintain knowledge of industry developments and deliver the integration of 3rd party systems and suppliers into the team, ensure the principle of 'master data' is maintained within the University and maintain data integrity.
11. Lead on the requirements for condition and maintenance data within the annual Estates Management Record (EMR), working with appropriate colleagues to complete the return in a timely manner.
12. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.